Green Office Program: Break and Holiday Checklist

*Use this checklist before you leave for break to be sure that your office is following Green Office protocol:*

- Tightly shut and lock all windows in the office including storm windows. Shut blinds.

- For winter closings, turn down the thermostat to 60 degrees Fahrenheit. For warm weather and summer closings, turn off air conditioners and make sure the heat thermostat is turned off.

- Unplug appliances: printers, photocopiers, fax machines, microwaves, coffee pots, and chargers

- After shutting them down, unplug all computers and monitors from wall sockets.

- Turn off faucets and report any leaks to maintenance

- Water any office plants

- Turn off the lights

*Have a safe and enjoyable break!*